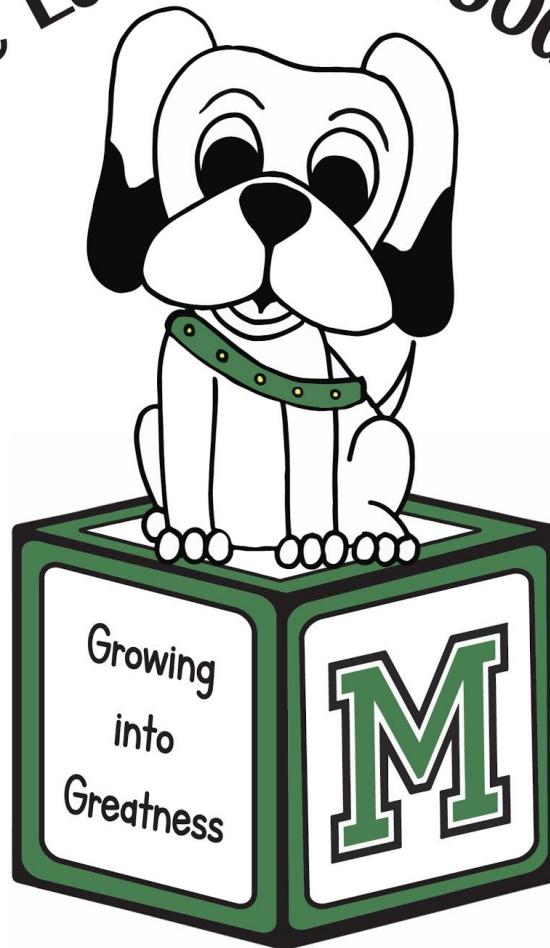


# Maryville Early Childhood Center



418 East Second Street  
Maryville, MO 64468  
660-671-1583  
Mrs. Michelle McCollum - Director  
[www.maryville.k12.mo.us](http://www.maryville.k12.mo.us)

## Parent Handbook

2018-2019

## **Maryville Early Childhood Center**

The Maryville Early Childhood Center (MECC) is designed to enhance each child's opportunity to improve his/her potential for success by building a strong foundation for successes throughout life. The MECC recognizes that the family and home are the first and most significant influences in a young child's life. The purpose of the MECC is to provide a high quality social and academic program that prepares the students to be ready both emotionally and academically for their future education.

Every child is a unique individual with special abilities, interests, and needs. We believe it is important for each child to develop a positive feeling about himself/herself while exploring new concepts. The MECC offers individualized and small group programming to meet the needs of children growing in an ever changing world. Teachers will implement a strong character and social skills program alongside a rigorous academic curriculum.

### **Arrival and Departure**

School will begin promptly at 7:55 a.m. each morning and conclude at 2:40 p.m. each day. Students arriving at school after 7:55 a.m. will be marked tardy. Students arriving at school prior to 7:25 a.m. should be enrolled in our Growing Opportunities (G.O.) before school program. When dropping your child off for G.O. prior to school, please walk your child into the building and sign them in. At 7:25 a.m., students will be allowed to go to their grade-level assigned morning location and teachers will be on supervision duty.

Students are required to go directly home after school unless they are involved in a school-sponsored activity. Students must bring a note from home or have a parent call the office by 1:30 p.m. if they are not going home according to their normal dismissal plan. Students are not allowed to cross the street after school into the parking lot without a parent.

Students arriving late to school must sign in at the office before going to class. Students leaving during the scheduled school day must have a parent sign them out in the office before leaving. Unless prior notice (verbal/written) is given only parents/guardians and those listed as emergency contacts are allowed to sign a student out of school.

### **Growing Opportunities (G.O.)**

The Growing Opportunities (G.O.) Program provides a before and after school program for elementary school children in grades kindergarten through fourth. There is a parallel program for students who are enrolled in preschool. This program is offered on all student attendance days, including emergency early dismissals but excluding planned early out days. G.O. activities include sports and recreation, arts/crafts, games, tutoring, homework time, snack time, occasional field trips, and free time. G.O. employs a ratio of 1 adult to 16 students.

#### Hours of Operation

Before School: 6:30 a.m. - 7:25 a.m.

After School: 2:40 p.m. – 5:30 p.m.

### **Transportation**

All students who will be using school-provided transportation (bus or van), as well as their parent(s)/guardian(s) must review and accept a Rules and Regulations form online when registering for school.

*Misconduct:* Any offense committed by a student on a district-owned or contracted vehicle is subject to a consequence given by the transportation company and/or the school. This includes riding privileges being suspended or revoked.

### **Parent Parking**

Students not riding the school bus are to be dropped off in the first lane of the parking lot at the crosswalk or on the street in front of the building at the main sidewalk. Bus unloading times are between 7:25-7:35 a.m.. During this time, we ask that parents use the parking lot for drop off to allow our buses to stay on schedule. Please use the first and second rows of the parking lot for parent parking, as the back row is to be used for staff parking. Please do not use the handicapped parking area unless you have a permit to do so.

Students, teachers, and parents are to use the crosswalks. A crosswalk monitor is on duty from 7:25-8:00 a.m. Parents are asked not to block the crosswalks during school opening and dismissal hours. Please note that there is NO PARKING

during arrival and dismissal times on the street in front of the school.

Parents should use the sidewalks and refrain from walking through the grass. Animals are not allowed on our school property. **(Board Policy ECG)**

### **Absences/Attendance**

Parents are requested to call the school office at 660-671-1583 by 8:30 a.m. if a student is going to be absent from school.

It is recognized that absence from school may be necessary under certain conditions; however, every effort should be made by students, parents, guardians, teachers, and administrators to keep absences and tardiness to a minimum. Frequent absences disrupt the continuity of the instructional process.

A parent contact will be made when absences become excessive. If students have eight or more absences and /or are late to school eight times per semester, they may be referred to the juvenile office. Appropriate action will be taken if the absences do not appear to be necessary. **(Board Policy JED-R)**

### **Dress and Personal Appearance**

Please send your child to school in clothes that are appropriate, comfortable and washable. Your child's clothes should also be manageable so that he/she can independently change clothes if needed. Also keep in mind that some of our activities can be messy. The children should wear shoes that are appropriate for outdoor play. We will go outside everyday that weather permits. Please be sure your child brings appropriate outerwear during colder weather (hats, gloves, boots, etc.). All items need to be labeled so that each child is sure to use his/her own.

### **Emergency Information**

Parents are asked to provide the school with emergency information, including alternate adults to contact in an emergency. It is very important that the school has updated telephone numbers and addresses on file at all times. Please update as frequently as necessary.

### **Health Information/Services**

A nurse is available during school hours. If a student should become ill or injured, the nurse will decide if the student should return to class, rest in the nurse's office or contact the parent/guardian. A student must be fever-free (< 100 degrees) without fever-reducing medicine for 24 hours before returning to school. They must also be free of vomiting or diarrhea for 24 hours before returning to school.

Students entering the preschool program will need to be toilet trained and be able to use the restroom independently unless specific arrangements have been made through their Individualized Education Plan.

### **Medication Guidelines**

1) Prescription medicine will be given by school personnel when requested by a parent. **It must be brought to school by a parent in the original container with the pharmaceutical label.** Your pharmacist can give you an extra labeled bottle to use for medication at school if you request it. The bottle should include the following information: student's name, date prescribed, name of medication, time to be administered and dosage. Parents must pick up unused medicine. It will be destroyed two days after the last day of school if no one picks it up.

2) Students with chronic or specific problems requiring medication for emergency situations should have their own medication properly labeled as listed above. Specific written instructions must be provided as to when and under what circumstances medication is to be given. This information should be provided and signed by the student's doctor annually. An Asthma Action Plan will need to be completed if your child has asthma. These forms are available in the school office and on the district website **(Board Policy JHCD)**

3) All student-occupied buildings in this district are equipped with prefilled epinephrine auto syringes and asthma-related rescue medications. The school nurse or another employee trained and supervised by the school nurse may administer these medications when they believe, based on training, that a student is having a life-threatening anaphylactic reaction or

life-threatening asthma episode. A prescription or written permission from a parent/guardian is not necessary to administer this medication in an emergency situation (**Board Policy JHCD**). If you request that your child not be administered this medication in the event of an emergency, please contact administration.

4) All communicable diseases, such as chicken pox, strep throat, scarlet fever, impetigo, hepatitis and infectious mononucleosis MUST be reported to the school nurse. Communicable conditions such as scabies and head lice MUST also be reported to the school nurse. All students with lice must be cleared by the building nurse before returning to class. (**Board Policy JHCB**)

5) Head lice checks may be performed periodically on all students. If a child is found to have live lice or nits, a parent will be notified, the child will be sent home and not allowed for reentry until cleared by the school nurse. A child who has been excluded from school due to lice must be accompanied to school by a parent/guardian. The school nurse will determine if the student will be allowed to return to class.

6) Student immunization records need to be updated before entering kindergarten. To attend a public, private or parochial school in Missouri, school age children must be properly immunized for varicella (chicken pox), tetanus, diphtheria, polio, measles, rubella, and hepatitis B, or have a medical or religious exemption on file at the school. (**Board Policy JHCB**)

7) Vision, hearing weight, height, and head lice check is done annually.

8) Parents may call the nurses' office at 562-4144 during school hours with any concerns or questions. A parent/guardian should contact the nurse if a child has or develops any type of health problem. Students are to report accidents to the nurse or administrator's office.

#### **Insurance**

Student accident insurance is available for parents to purchase for their child through MO HealthNet for Kids Program. This is for students who do not have other health insurance. For more information and the application go to <http://dss.mo.gov/mhk/index.htm>. Please contact the school nurse for further questions.

#### **Allergies**

Due to severe food allergies, we ask that you not bring peanut butter snacks or nuts to school. Nut allergies can be severe, and reactions can occur from exposure to the oil without actually eating the nut/food.

#### **Pets**

In accordance with board policy ECG, animals are not allowed on campus unless they are to be used as a service animal, a therapy animal, or unless prior permission has been given through administration.

#### **Holiday Celebrations**

We plan to celebrate Halloween, Thanksgiving, Christmas, Valentine's Day, Easter, and the School Year's End. If you would like to volunteer to help with any of these celebrations, please let your child's teacher know. If you would prefer your child not participate in holiday celebrations, please let your child's teacher know so we can make alternative arrangements.

#### **Things from Home**

We have many new and exciting things for the children to play with at school. Therefore, we ask that children leave their toys at home. We will be scheduling "show and tell" days with the children so that they may share things which are important to them. On these days the children will be asked to keep the item in a bag or backpack which will be kept in their cubby until share time. There will be no toy guns or weapons of any kind allowed at anytime in the Maryville Early Childhood Center.

#### **Wellness Policy - Healthy U Healthy Us**

The Maryville R-II School District has the responsibility to both teach and model healthy behaviors; "Encouraging a Healthy U, to make a Healthy Us." Research demonstrates that healthy kids learn better. The best learning environment includes consistent health messages that are supported by access to healthful foods, beverages, and physical activity.

At school, at home, and in the community the ultimate goal of rewarding is to help children internalize positive behaviors, so external rewards are not needed. Within the practice of teaching and modeling healthy behaviors Maryville R-II has adopted a new “Reward and Reinforcement” procedure, meaning food, healthy or unhealthy will not be used as a reward or withheld as a punishment. For more information on this policy, please visit the district website: [www.maryville.k12.mo.us](http://www.maryville.k12.mo.us).

### Snacks

Snacks served during the school day will make a positive contribution to children’s diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. The foods and beverages sold and served outside of the school meal program will meet the USDA Smart Snacks in School nutrition standards.

It is the policy of Maryville R-II that all foods and beverages sold to students during the school day on any property under the jurisdiction of the district will meet the U.S. Department of Agriculture (USDA) school meal and Smart Snacks in School nutrition standards. These nutrition standards apply to all food and beverages sold to students, including those sold in vending machines, school stores, and throughout district sponsored fundraisers, unless exemptions apply. *Items intended for consumption outside of the regular school day are considered exempt from this plan, as well as food and beverages that are for personal consumption only and not intended to be shared with other students.*

### Celebration and Rewards

Maryville R-II teachers and staff will not use foods or beverages as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through school meals) as a punishment.

Maryville R-II will provide a [list of healthy party ideas](#) to parents and teachers that encourage non-food celebration ideas. Healthy party ideas are available from the [Alliance for Healthier Generation](#) and from the [USDA](#). Students and families are encouraged to communicate proactively with the teacher/school in preparation for any upcoming celebrations.

Maryville R-II will restrict snacks brought by students to be only intended for consumption by that student. Student sharing of snacks is discouraged. The district will provide to parents [a list of foods and beverages that meet Smart Snacks nutrition standards](#).

### Snack Fee

Due to the adoption of the new Healthy U, Healthy Us Wellness Policy, Maryville Early Childhood Center will provide a daily snack that meets the nutrition guidelines set forth by the policy. Preschool and Kindergarten students will be charged a quarterly \$15.00 snack fee, which will cover both milk and snack provided by the school. A snack calendar will be sent home monthly along with the school lunch calendar.

### Cafeteria Guidelines

All students will be issued a 4-digit personal identification number (PIN). When a student purchases lunch or breakfast he/she will use the PIN number to deduct money from his/her account. With this system, parents can put any amount into their child’s account for future lunch and breakfast purchases. If students have a negative balance, they may be provided an alternative lunch until the balance is paid in full. Parents are welcome to visit and eat lunch with their child, however, food from fast food restaurants or vendors should not be brought to school by the parent.

*\*Applications for free and reduced lunches may be requested from the school office throughout the school year.*

### Cafeteria Prices

Lunch ...	\$2.35
Breakfast ...	\$1.65
Extra milk ...	\$.50
Adult lunch ...	\$3.25

### **Breakfast Schedule**

Breakfast will be served each morning from 7:30 a.m. to 7:50 a.m.

### **Lunch Schedule**

Preschool lunch - 10:50 a.m. - 11:20 a.m.

Kindergarten lunch 11:00 a.m. - 11:30 a.m.

### **Payment Schedule and Policy**

The preschool program is a non-profit organization which operates within the Maryville R-II School District Budget, grant funding, Title One, Early Childhood Special Education, and tuition. Two of the preschool classrooms are tuition paid classrooms, while the other two are provided at no cost to the family. A monthly tuition statement will be sent home with your child if applicable. Prompt payment is expected. If your payment is not made within 10 days of statements being sent home, a \$15 late fee will be added. Billing statements will go out on the 10<sup>th</sup> of each month, and payments will be due by the 15<sup>th</sup> of each month.

Average monthly cost for tuition based preschool classroom: \$335.00

*\*Failure to make payments may result in a student being disenrolled from the program.*

### **Checkmarc Disclaimer**

Your check is welcome with the following information:

- Full Name
- Street Address
- Phone Number Including Area Code
- Driver's License Number Including State

If your check is returned, it may be re-presented in an electronic manner. You are hereby authorizing service charges and processing fees, as permitted by law, to be debited from the same accounts by paper or electronically, at our option. Your payment check shall be recognized as acceptance of our electronic check recovery system.

### **Enrollment Information**

The Maryville Early Childhood Center Preschool and Kindergarten will hold enrollment each spring for the following school year. Screenings will be done for all incoming preschoolers to determine enrollment. Students who have been in our preschool program before will have an automatic spot on one of our rosters if they will attend preschool for more than one year. After a registration packet has been completed, parents will be asked to sign up their child for a screening appointment to be considered for placement on a preschool roster. Prior to our enrollment period, MECC will use various modes of communication to let parents know when they can enroll for preschool and Kindergarten including: newspaper advertisements, newsletters, postings on our website, etc.

### **Parent Communication**

Effective, two-way communication is the best way to ensure that parents are aware of how your child is progressing in school. Teachers will use a variety of methods to communicate with families, including phone calls, emails, group messages, etc., to inform parents of student progress. Each teacher has a phone inside their classroom. If they are unable to answer a phone call, parents will be able to leave a voice message for them to return a phone call during their planning period or before/after school. If students need to make a phone call throughout the day, they may come to the office and the office staff will assist them. Students are discouraged from bringing cell phones or electronic devices to school.

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication. **(Board Policy GBH)**

### **Parent/Teacher Conferences**

MECC will have formal parent/teacher conferences at the end of the first and third quarters. We believe it is very important for parents to keep in close contact with their child's teacher concerning his/her progress.

Parents are encouraged to contact the school any time they have questions or concerns about the progress of their children. Please remember to schedule a conference in advance so a time that is convenient for everyone can be established (before or after school, during teacher planning periods, etc.).

A progress report will be sent home after second and fourth quarters.

### **Parents as Teachers Program**

The Maryville Early Childhood Center also houses the Parents as Teachers (PAT) Program. The evidence-based model of the PAT program delivers parent education primarily through personal visits and group meetings. Our goal is to equip parents with knowledge and resources to prepare their children, from prenatal through kindergarten, for a stronger start in life and greater success in school. More information about the Parents As Teachers Program can be found at the MECC school office or on-line on the Maryville RII District Website at [www.maryville.k12.mo.us](http://www.maryville.k12.mo.us).

### **Parent Teacher Organization (PTO)**

The parent group at Eugene Field/Maryville Early Childhood Center is called the PTO. PTO provides the community, staff, and school administration the opportunity to work together for the benefit of Eugene Field School/Maryville Early Childhood Center and its children. The PTO holds meetings throughout the year. Information about meeting dates will be posted on our school website and sent home via newsletters.

### **Parent Volunteers**

Volunteers will be needed not only for our special celebrations, but also for field trips. There will be a sign up sheet at the Back to School/Supply Drop-off Night if you would be interested in helping out at these events. You may also contact your child's teacher throughout the year if you are able to volunteer during an event or activity.

### **Emergency School Closing**

**School closings will be announced using the following media:**

KNIM Radio – 97.1 FM / 1580 AM

KXCV – 90.5 FM

KQTV 2

Spoofhound mobile text messaging

District website: [www.maryville.k12.mo.us](http://www.maryville.k12.mo.us)

### **Visitors**

All visitors are **required** to report directly to the office to sign in. A visitor's badge will be issued and must be worn while on the school campus. Parents/Guardians are invited to visit the school regularly and to be involved in all school activities. If you plan on visiting during class time, please arrange with your child's teacher as to the best time. Parents/Guardians are also invited to join us for lunch, but we do ask for advance notification so that lunchroom arrangements can be made.

You are welcome to take pictures and videos of special events in your child's classroom; however, we ask that you respect the privacy of our students and staff. If you choose to make these pictures and/or videos public via social networking sites, email, websites, etc., we ask that you only use pictures of your own child where other students are not identifiable. We appreciate your help in monitoring the confidentiality of our student population.

\*The beginning of the school year is sometimes a tearful time for students and parents. Please be aware that our teachers will do everything in their power to make your child comfortable and happy. If your child has a hard time separating from you, please help us make the transition to preschool easier by saying goodbye and leaving promptly. A call from you when you arrive home or to work will reassure you that your child is doing well.

### **Field Trips**

If your child's teacher organizes a field trip off-campus, you will receive detailed information and a permission slip to be signed and returned prior to the event.

### **Fire/Tornado/Earthquake/Crisis Drills**

Fire drills, tornado drills, earthquake and crisis drills are held at regular intervals throughout the year and are an important safety precaution. It is essential when these drills are held that everyone obeys orders promptly. The staff in each classroom will give the students instructions. For specific information regarding emergency drills, please see a building administrator.

### **Lost and Found**

Articles found by students and staff will be placed in a lost and found bin. Articles not claimed by the end of each semester will be donated to charity.

### **Schedule for Exploratory Classes**

Maryville Early Childhood Center Kindergarten classes operate on a rotation of A-B-C-D-E day schedule so that all classes have an equal number of sessions in Art, Computer Lab, Gym, Library, and Music. If we should miss a day of school due to inclement weather, we will not skip exploratory class days. Example: If school is canceled on "C" day, when school resumes; we will follow the "C" day schedule.

### **School Counselor and School Social Worker**

In addition to exploratory classes, MECC students will also have access to a school counselor and a school social worker. The school counselor will teach lessons in the areas of personal/social, academic, and careers to our Kindergarteners on a weekly basis. The school social worker supports the emotional, behavioral, and mental health needs of our students. Our school social worker also plays a vital link in connecting school, home, and the community. School social workers facilitate referrals to community resources, support groups, and crisis intervention.

The school counselor and school social worker may work with any student in response to common daily occurrences or crisis situations that may arise. They may work individually or in groups with written parent consent.

### **Textbooks/Library books**

Textbooks and library books are the property of the public and are available for your use. If a book is marred, defaced or shows excessive wear and tear, it will be necessary for the student to pay for their book. If a student loses a book, pays to have it replaced and it is later found, the money will be refunded. During online registration, parents will be asked to sign an agreement to help their child care for and return library materials in a timely manner.

### **Preschool Schedule**

7:55-8:10 - Opening Activities  
8:10-8:30 - Whole Group Instruction  
8:30-9:00 - Small Group Instruction  
9:00-9:30 - Recess  
9:30-10:45 - Free Play/Centers  
10:50-11:20 - Lunch  
11:30-12:00 - Music/Movement, Read aloud and sharing  
12:00-1:30 - Nap time  
1:30-2:00 - Snack  
2:00-2:30 - Recess  
2:30-2:40 - End of the day clean up  
2:40 - Dismissal

### **Kindergarten Schedule**

7:55-8:10 - Opening Activities  
8:10-8:40 - Whole Group Communication Arts  
8:40-9:30 - Small Group Communication Arts  
9:30-10:00 - Recess/Restroom Break  
10:00-11:00 - Math  
11:00-11:30 - Lunch  
11:30-12:30 - Read aloud/Rest Time  
12:40-1:30 - Exploratory Classes  
1:30-2:00 - Recess  
2:00-2:30 - Snack/Phonological Awareness  
2:30-2:40 - Pack bags and prepare for dismissal

### **Concerns**

If you have any concerns about Maryville Early Childhood Center, please let us know! We are here to help your children and to provide their formal education. The order for addressing concerns is: your child's teacher, the Maryville Early Childhood Center Administration, the Maryville R-II Administration, the Maryville R-II Board of Education.



## Accessing School Information

Maryville R-II School District recognizes the importance of providing timely and accurate information related to the school district. There are a variety of avenues for accessing this information.

**School District Website:** [www.maryville.k12.mo.us](http://www.maryville.k12.mo.us) From this location you can access district wide information as well as link to the Maryville Early Childhood Center website

**Parent Portal:** This is an online access tool for parents. From this secured account you can view information related to your child's class schedule as well as their attendance history, lunch account information and current grades.

**Spoofhound Mobile:** If you sign up for this service, you will receive text message reminders about upcoming school events, school closings and reminders for early dismissals. This resource can be accessed through our district website or by calling our school office to receive further information.

**Newsletters:** A school wide newsletter is emailed to parents on a monthly basis. This information is provided by administration and other non-classroom personnel in order to keep you up to date on current events in our school. Grade level teachers also provide frequent newsletter communication home. These newsletters can be found on our website.

**Student Records:** Parents and guardians with legal rights to access of student records have the right to inspect, review, and seek amendment to educational records. If you wish to access these records, please talk to an administrator.

**Curriculum:** Teachers provide instruction that is challenging and appropriate to meet the needs of the students at MECC. Parents can request access to inspect instructional materials that are used as a part of the district's curriculum. If you wish to access these materials, please talk to an administrator.

**Survey Materials:** In order to provide us with feedback for the improvement of district or school programming, students may be asked to complete surveys throughout the school year pertaining to materials outlined in district policy JHDA. Parents do have the right to inspect these surveys prior to administration of the survey. Please contact school administration to inspect survey materials as outlined by the state policy PPRA.

**Staff Qualifications:** Maryville R-II prides itself in offering exceptional instruction from highly qualified professionals. Parents can request information on the professional qualifications for your child's teacher and or the qualifications of paraprofessionals that provide services for your student by contacting an administrator.

**Federal Programs:** Maryville R-II is responsible for providing federal programs to support the needs of our students. Some of these programs include special education services, section 504 services, Title I programs, etc. Our district is also responsible for offering Special Education services, to those students who qualify, ages 3-21. The Early Childhood Special Education (ECSE) program is for those children who are between the ages of three and five and are functioning below their peers or exhibiting special needs. Eligibility for special education services is determined through screening and evaluation. All of the state's criteria levels must be met. For further information about these programs, please contact Ms. Michelle McCollum, MECC Director

## Student Discipline

The Maryville Early Childhood Center staff respects each child's individuality. We encourage independence and strive to always be positive and rewarding of desirable behavior. We set clear limits and expectations and make these known to the students. We model appropriate interactions with others and provide cues to the students to remind them of what is expected.

Students enrolled in our program must follow the guidelines of the Missouri Safe Schools Act. We cannot allow any student to hurt other students, teachers, or themselves. When aggressive behavior occurs, the parents will be notified and a conference may be scheduled. The parents will be expected to begin immediate cooperative effort with the teachers to help the child learn appropriate behavior. Parental cooperation and support is an essential element in helping the students.

Consistent disruptive or inappropriate behavior is harmful for all students and is also detrimental to the quality of the program. Therefore, teachers will schedule a conference concerning behaviors. The teachers and parents will openly discuss the problems, the causes, and our ability to work with the behaviors that are causing concern.

## **DISCIPLINE POLICY**

### **Statement of Student Misconduct**

The following discipline policy is designed to notify students as to the type and range of behaviors that are unacceptable; nevertheless, every rule has not been included. Consequently, students should expect to be disciplined for misconduct that is obviously inappropriate, whether it is listed in this handbook or not. **(District Policy JG-R)**

### **School Behavior**

The Maryville Early Childhood Center establishes guidelines for students to follow. Students need to follow the directions of any adult the first time they are given. This includes teachers, paraprofessionals, substitutes, administrators, bus drivers, custodians, secretaries, and food service staff.

### **Bullying**

Bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyber threats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

The Maryville R-II School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined **(District Policy JG-R)**. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

### **Corporal Punishment**

Corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of the Maryville R-II School District shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools. **(Board Policy JGA-2)**

### **Rules, Regulations and Consequences**

The Maryville Early Childhood Center has high expectations for all students and adults. Good education requires that we have high expectations in all that we do. Good discipline is one characteristic of a good education.

The following information describes the standards of discipline for the MECC to ensure a safe, orderly, and purposeful school. The consequences are suggested guidelines for use by building principals. Each principal has the authority to use discretion and common sense as he/she enforces the consequences for a particular violation of the rules. Law enforcement may be notified for any of the following acts and documentation may be placed in the student's discipline file.

Students who receive out-of-school suspension or expulsion are prohibited from being within 1,000 ft. of school property for violent, drug-related, or other specified offenses on days they are serving their suspension

### **Parent Right to Know**

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.

- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent –

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

### **Release of Information**

In accordance with School Board Policy JO Maryville Early Childhood Center may release to members of the public, upon request, directory information concerning any student enrolled. Pursuant to the Family Education Rights and Privacy Act (FERPA), parents have the right to refuse permission for any of these categories of information to be released concerning their child.

The following information has been designated as directory information: Student's name; parent's name; grade level, bus assignment; enrollment status(e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy. Any parent who wishes to refuse permission for any of the following categories of information to be released to the public may do so by informing the school principal in writing within ten days of the first day of each school year. For those enrolling after school is in session, a written request must be given to the school principal within 10 days of enrollment.

### **Public Notice**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Maryville R-II School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Maryville R-II School District assures that personally identifiable information collected, used or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Maryville R-II School District will meet the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Programs are designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migrant workers, and neglected or delinquent students.

The Maryville R-II School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Maryville R-II School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Maryville R-II Administration Office, Monday thru Friday from 8:00 a.m. to 4:00 on days when school is in session. This notice will be provided in native languages as appropriate.

### **Notice of Non-Discrimination**

It is the policy of the Maryville R-II School District not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990.

Inquiries related to District's employment practices may be directed to the District Compliance Coordinator, Maryville R-II School District, 1501 South Munn, Maryville, MO 64468; telephone number 660-562-3255. Inquiries related to District programs may be directed to the Maryville R-II School District, Federal Programs Administrator, 1501 South Munn, Maryville, MO 64468; telephone number 660-562-3255.

Inquiries or concerns regarding civil rights compliance by the District should be directed to the Maryville R-II School District's Compliance Coordinator. Inquiries and complaints may also be directed to the Kansas City Office, Office for Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; telephone: 816-268-0550; FAX: 816-823-1404; TDD: 877-521-2172.

### **Mandated Reporting**

Maryville Early Childhood staff members are mandated reporters of child abuse and neglect in accordance with Missouri state law. Staff members will report any reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observation of a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect

### **Asbestos**

Asbestos is an issue we have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA) was enacted by Congress. AHERA was enacted to determine the extent of and develop solutions for any problems we may have with asbestos.

A copy of the asbestos management plan is available for your inspection in our administrative office during regular office hours. Please make an appointment for viewing the plans at least one working day in advance with our Asbestos Program Manager.

## **Missouri Department of Elementary and Secondary Education Every Student Succeeds Act of 2015 (ESSA) COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

**Missouri Department of Elementary and  
Secondary Education Complaint  
Procedures for ESSA Programs  
Table of Contents**

<p><b>General Information</b></p> <ol style="list-style-type: none"> <li>1. What is a complaint under ESSA?</li> <li>2. Who may file a complaint?</li> <li>3. How can a complaint be filed?</li> </ol>	
<p><b>Complaints filed with LEA</b></p> <ol style="list-style-type: none"> <li>4. How will a complaint filed with the LEA be investigated?</li> <li>5. What happens if a complaint is not resolved at the local level (LEA)?</li> </ol>	<p><b>Complaints filed with the Department</b></p> <ol style="list-style-type: none"> <li>6. How can a complaint be filed with the Department?</li> <li>7. How will a complaint filed with the Department be investigated?</li> <li>8. How are complaints related to equitable services to nonpublic school children handled differently?</li> </ol>
<p><b>Appeals</b></p> <ol style="list-style-type: none"> <li>9. How will appeals to the Department be investigated?</li> <li>10. What happens if the complaint is not resolved at the state level (the Department)?</li> </ol>	

**1. What is a complaint?**

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

**2. Who may file a complaint?**

Any individual or organization may file a complaint.

**3. How can a complaint be filed?**

Complaints can be filed with the LEA or with the Department.

**4. How will a complaint filed with the LEA be investigated?**

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

**5. What happens if a complaint is not resolved at the local level (LEA)?**

A complaint not resolved at the local level may be appealed to the Department

**6. How can a complaint be filed with the Department?**

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

**7. How will a complaint filed with the Department be investigated?**

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

- 1. Record.** A written record of the investigation will be kept.
- 2. Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- 3. Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- 4. Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
- 5. Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
- 6. Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

#### **8. How are complaints related to equitable services to nonpublic school children handled differently?**

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

#### **9. How will appeals to the Department be investigated?**

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

#### **10. What happens if a complaint is not resolved at the state level (the Department)?**

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

*1 Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V*

*Revised 4/17*

*2 In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)*

*Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.*

### **Appendix**

The Maryville Early Childhood Center follows Board Policy JO-AF1 concerning Family Educational Rights and Privacy Act

(FERPA).

The Maryville Early Childhood Center follows Board Policy JHDA concerning Protection of Pupil Rights Amendment (PPRA)

The district and building accountability report cards can be found on the Maryville R-II web site: [www.maryville.k12.mo.us](http://www.maryville.k12.mo.us)

The district's assessment policy (Policy IL) can be found on the Maryville R-II web site: [www.maryville.k12.mo.us](http://www.maryville.k12.mo.us)

The Maryville Early Childhood Center and the Maryville R-II School District, in accordance with state and federal law, and the state of Missouri plan for education of the homeless. Please see Board Policy IGBCA for more details.

The Maryville Early Childhood Center and the Maryville R-II School District make all curriculum materials available for public inspection as a public record prior to the use of such materials in actual instruction.